

**CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS
EXECUTIVE COMMITTEE MINUTES
August 3, 1992**

Present: Sandy Smith, Ron Herrin, Ben Morton, Lynn Belding, JoAnn Abernathy, Cecil McCaskill, Lynn Reeves, Phil Howard, Teri Alexander, Patsy Sowell.

Absent: Fran Massey, Dick Simmons, Ray Thompson.

From the Chair: Sandy turned the meeting over to Ben Morton, Chair of the Scholarship Committee who introduced Marvin Carmicheal, Director, Student Financial Aid.

Guestspeaker Marvin Carmichael: Marvin provided Executive members with some general information about the Scholarship Fund which was developed in 1989. The Fund is based on financial need and applicants must fill out a Scholarship Application as well as a Needs Analysis. The Commission is interested in changing the philisophy of the fund and awarding scholarships based on academic need and financial need only to open up the availability to more staff dependents. Mr. Carmichael suggests that we take off the renewable stipulation and make the fund renewable one year at a time. The overall goal is to increase the number of scholarships. Additionally the Commissions goal is to increase the number of employees donating through payroll deduction.

The budget process is complicated and the contract will need to be re-written. Ben Morton will present the information at the September meeting. Forms will be given to all members to sign up for the fund. A suggestion was made to increase public relations heavily in terms of advertising the Scholarship to employees.

A motion was made and passed to support the proposal as presented by the Scholarship Committee to the Executive Committee.

From the Chair: Sandy asked for corrections to the minutes. The minutes were approved as written. Shirley Davis from the

Office of Human Resources is not able to attend the Commission meeting and present information on the Americans with Disabilities Act. Ron Alexander from the Wellness Center has been asked to give a presentation on wellness programs. Ben will present the proposal regarding the Scholarship Fund at the September meeting. Robbie Nicholson, President of the Clemson Chapter of the SCSEA will be a guest at the meeting as well as serve in her role as a representative. In addition, the new person in the Parking Office will be invited.

Committee Reports:

Welfare/Policy - Lynn Belding presented minutes to the July meeting. A meeting was held with Pat Collins to discuss the Leave Pool. The suggestion was offered to put the leave pool in the direct control of the agency (Clemson University). That was considered in the beginning stages, but agencies in the state did not want the responsibility of decision-making. Another suggestion was made to have a board made up of agency personnel to handle the requests.

Phil Howard asked a question about child care for employees. The idea has been studied in the past and found not feasible. Cost is a major concern as well as undercutting local daycare operations, liability and the human subject factor. A suggestion was made that Phil contact other pilot programs such as ETV and Tri-County Tech for more information.

Communications - Jo Abernathy announced that the September newsletter is being reviewed before distribution. A new feature will be included titled "Just Ask". The Benefits Fair is scheduled for October 26 and 27, 1992. Mary Purcell is coordinating the Commission booth. Jo announced that she is serving as the committee chair for the annual awards luncheon held in May.

A discussion followed regarding mail and the response to mail. The Mail Subcommittee will log the mail and refer to the appropriate committee person. After the letter is received and answered, the Chair of the appropriate committee will make a brief report to the Full Commission on the letter and its disposition. The Committee will be working on updating the legislative brochure and will be answering a letter from a

representative regarding merit pay.

The committee discussed the idea of having a Commission representative at the New Staff Orientation meetings and agreed that it is a good one. The suggestion was offered that past Chairpersons might serve as representatives at those meetings. The past Chairpersons will be asked if interested.

Scholarship Committee - No report.

Treasurer's Report - No report.

Old Business - The photographer from the Photo Lab will be available at the next full meeting to take photos. Members and alternates should meet at Sikes Hall steps at 11:45 a.m.

New Business - Sandy will ask that we have a representative from SCSEA give a report at our regular Commission meetings. Teri Alexander volunteered to give a report if needed. Sandy will check with Robbie Nicholson, President of the Clemson Chapter of the SCSEA. A discussion followed regarding the changing of the name of the Commission to the "Classified Staff Commission" and Chair to President. Cecil McCaskill, Parliamentarian, will investigate proper procedure in a name change. The need was discussed for a permanent place to store information and copies of minutes. Space may be available in the Student Senate Chambers.

Adjourned at 4:15pm.

Recorded by Teri Alexander.

NEXT MEETING - Monday, August 31, 1992 - 2:15pm
- Room 114 Conference Room - University Square.

Staff Commission

\$1000

SCHOLARSHIPS

FINANCIAL NEED CATAGORY		ACADEMIC MERIT CATAGORY	
Students who demonstrate financial need:		All students who apply. Academic merit only:	
1. Must apply for financial aid. 2. Provide letter certifying parent is classified staff. 3. Must fill out Financial Aid Form and have financial need. 4. Scholarships awarded to these students with highest GPR or predicted GPR.		1. Must apply for financial aid. 2. Provide letter certifying parent is classified staff. 3. Financial need not a requirement. 4. Scholarships awarded to students with highest GPR or predicted GPR.	
<i>5. Scholarships are not automatically renewable & must apply each yr.</i> Scholarships this catagory		<i>5. Scholarships are not automatically renewable & must apply each yr.</i> Scholarships this catagory	
1993-94	2	1993-94	2
1994-95	3	1994-95	3
1995-96	4	1995-96	4

EIGHT -- \$1000 SCHOLARSHIPS PER YEAR

		Endowment	Staff contribution	Golf tournament
GOALS:	1992	\$15,000	\$ 7,000	\$2,500
	1993	24,000	9,400	3,000
	1994	30,000	11,800	3,000
	1995	40,000	14,200	3,000

** additional scholarships may be awarded as funds are available, half to students demonstrating financial need.

ENDOWMENT FUNDS:

1. Establish an endowment now with \$15,000.
2. Use the endowment income (currently 5.5%), as necessary, to fund scholarships.
3. Use current contributions from gifts, employee withholding, the golf tournament, and any other sources to fund scholarships as needed.
4. Move all unused funds to the endowment account each year, to become part of the principal.

upon approval of the Commission Executive Board,

uncommitted

NUMBER OF SCHOLARSHIPS AWARDED:

The Scholarship Committee will review the scholarship agreement each fall and recommend to the Commission how many scholarships will be offered the following year.

MOTION:

The Scholarship Committee moves that the Executive Committee approve these proposed changes in the scholarship agreement and that these new terms be presented to the Commission on Classified Staff Affairs, for their approval, at its regular meeting on September 8, 1992.

Submitted by:

Ben Morton
Chair
Scholarship Committee

POLICY / WELFARE COMMITTEE MINUTES

July 21, 1992

The Policy / Welfare Committee of the Commission on Classified Staff Affairs met Tuesday, July 21, 1992, at 10:30 a.m. in Conference Room 114 University Square Mall. Members present: Lynn Belding, Stephanie Clark, Mary Gaines, Charlotte Holmes, Diane Jones, Teresa Kelley, Lillian Lappie, Stanley Miller, Kathey Moore, Robbie Nicholson, and Mary Jo Williams.

- 1) The Meeting was called to order by Chairman Lynn Belding.
- 2) One change was noted to be made in the June 23, 1992 Minutes. The Minutes were approved with the change noted.
- 3) Announcements: None
- 4) Guest Speaker - Pat Collins from Personnel gave a very beneficial summary of the Leave Pool Guidelines. Highlights were as follows:
 - a) Clemson University was allowed to establish a Leave Pool in Oct. 1988.
 - b) Donations are made by employees to both Annual and Sick Leave Pools.
 - c) Only Full Time employees (12 mos.) are eligible. No Part Time eligibility. Nine(9) Month employees not eligible in Summer.
 - d) Leave granted in Thirty (30) day increments. You must use all Sick and Annual Leave accrued before consideration, also need a Doctor's Statement.
 - e) Request are reviewed by Campus Committee to categorize. Final decision is made by the Budget and Control Board in Columbia.
 - f) There is notification of Approval or Denial. No appeal process. May request resubmittance with added information.
 - g) Sick Leave and Annual Leave are kept separate. Annual Leave may be granted to cover catastrophic happening to Family while Sick Leave applies most to individual employee.
 - f) "Catastrophic" was clarified as any disability veering from the "norm". Example: Malignancy.
 - g) Leave is paid by Department from Budgeted Funds. Dept. can deny Legislative decision.

Several suggestions were given to Pat from members of the Committee.

- 1) Lillian Lappie suggested that it would prove helpful if a reason for denial of claim was given to individual applying.
 - 2) Mary Jo Williams noted that a lot of employees will not donate because they can not designate to whom the leave is given. Leave is in general pool.
 - 3) The Committee, along with Pat, would like to see Clemson University able to make final decision on requests.
- 5) Correspondence: The Committee received five (5) letters with varied questions and concerns, ranging from Smoking problems to Educational Leave. They were distributed to the Sub-Committee's for further investigation for solutions.

6) University Committee Reports: None at this time.

7) Sub-Committee Reports:

a) Wage & Salary-reclassification and compensation.

Lillian Lappie reported that the Sub-Committee would meet at 10:00 a.m. at 114 University Sq. before each Policy / Welfare Committee meeting.

Work so far consist of:

- ➔ 1) Addressing the addition of the State Job Description on DORIS.
- 2) Re-emphasize Merit Raise.
- 3) Seek to get Performance Reviews on a timely basis.

b) Leave Pool Guidelines:

Teresa Kelley reported agenda:

- 1) Reason for Leave Pool denial.
- 2) Contact Paul Michaud in Personnel to seek Legislative agenda for coming year.

c) Healthcare & Benefits:

Robbie Nicholson and Charlotte Holmes presented the Committee and Pat Collins with a Benefits Fact Sheet surveying Purdue University benefits vs. Clemson University benefits. Plans are to continue to work toward necessary steps to incorporate the Vision Care benefits to Clemson plan.

d) Traffic & Parking:

Stephanie Clark and Stanlee Miller reported that a new "Task Force" will meet Aug. 3, 1992. Stephanie will serve on this Committee and report at next meeting.

e) Educational Leave: Not Present.

f) University Committee Representation:

Diane Jones today received notification of next meeting.

g) Child Care:

Stephanie Clark continues to check on availability.

8) Old Business:

- 1) Lillian Lappie has written to Roger Ball regarding the request for cost of First Aid Kits.
- 2) There has been a letter written to the individual requesting information on off campus classes.

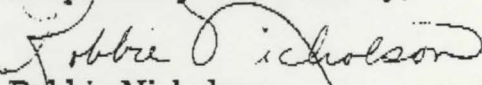
9) New Business:

None reported.

The next meeting will be Aug. 18, 1992 at 10:30 a.m. Room 114 University Square.

There being no further business the meeting adjourned at 11:55 a.m.

Respectfully submitted by,


Robbie Nicholson
Recorder